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**Amendment #1 to Request for Proposals (RFP)
Procurement Consulting Services
for the Maryland Energy Administration
PROJECT NO. DEXR1400001**

February 8, 2011

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. The Closing Date for Proposals is now March 9, 2011 at 12:00 PM Local Time.
Amend Key Information Summary Sheet as follows:

Closing Date and Time:	Wednesday <u>March 9</u> March 2 , 2011 at 12:00 PM (Local Time)
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2. Amend to delete language in Section 1.2- Abbreviations & Definitions:
~~k. Proceedings means, but is not limited to, prehearing conferences, case hearings, oral arguments, informal conferences, and legislative hearings.~~
3. Amend to add language to Section 1- General Information Section:

1.33 Non Exclusive Use

It is the intention of MEA to obtain for its own use and the use of other State agencies, the products and services described in this RFP under the resulting Contract. However, this Contract shall not be construed to require MEA or any other State Agency to use this Contract, exclusively or at all. The State reserves the right to procure products and services of any nature from other sources when it is in the best interest of the State to do so and without notice to the Contractor. The State makes no guarantee that it will purchase any products or services under the resulting Contract.

4. Amend to add language to Section 3.4.3- Personnel Labor Classifications/Requirements:

Degree in business, public administration, or related fields as well as certificate in public procurement, purchasing management certificate, or any other advanced procurement-related certification. **Can substitute experience in government procurement, purchasing, contract management or program management in lieu of certification.**

5. Amend to add language to Section 4.4.9 Economic Benefit to Maryland:

NOTE: Because there is no guarantee of any level of usage under this Contract, in providing the information required in this section the Offeror should state its level of commitment per \$100,000 of contract value. In other words, for each \$100,000 of contract value state how many Maryland jobs will be created, what Maryland tax revenue will be generated, how much will be paid to Maryland subcontractors, etc.

6. Amend to add language to Attachment E- Price Proposal Form:

The Labor Rates (hourly rates) submitted by the Offeror via this Price Proposal shall be fully loaded, including all direct and indirect costs and firm for the full term of the Contract. **A non-binding, estimated number of hours for this Contract will be 100 hours per year.** ~~Travel expenses will not be reimbursed.~~ **Travel expenses will be billed separately and must be pre-approved based on the State's Travel Regulations: <http://dbm.maryland.gov/agencies/Pages/TravelRegulations.aspx>** **The Unit Quantities listed on any particular pricing form are not a guarantee of any minimum or maximum labor under this Contract and may change at any time during the term of the Contract.**

Issued and authorized by

Maria Ulrich



Procurement Officer